

Staff Development and Training

Information Packet for New Navajo Nation Employees

**The Navajo Nation
Staff Development & Training Department**

Physical Address: Morgan Blvd. Building #2740

P. O. Box 9000

Window Rock, Arizona 86515

Ph.#: (928) 871-6691

Fx.#: (928) 871-7112

www.nnstaffdevelopment.navajo-nsn.gov



Ya'at'eeh

We, at the Navajo Nation Staff Development & Training Department want to be the first to graciously welcome you to your new profession. We are happy that you've joined a team of over 4,500 Navajo Nation employees who carry out public services daily.

As a new employee, there are several requirements you are to complete; these informational pages are attached for your review. Additionally, we've included a detailed map of the Window Rock vicinity and an information flyer of our services. Plus, we added a general overall Navajo Nation Three-Branch Government structure – Executive, Legislative and the Judicial Branch. Also, enclosed for your reference is a list of acronyms that are frequently used by the many different programs being operated on and off the Navajo Nation.

We are excited for you and we extend to you our assistance such as answering general questions, directions, guidance and information. Again, welcome to the Navajo Nation! We are here to help. Our contact information is as follows:

PO Box 9000
Window Rock, AZ 87515
Ph# (928) 871-6691

Morgan Blvd. Building #2740
Window Rock, AZ 87515
Fax#: (928) 871-7112

Website: www.nnstaffdevelopment.navajo-nsn.gov

Ahe'hee

Char Kruger, Training Manager

Ramondo Clah, Training Instructor

Lionel Patterson, Training Instructor

Victoria Roanhorse, Office Specialist

Vera A. Hyatt, Training Instructor



Staff Development and Training

**Meet the
ambitious
team
members!**

**Char Kruger,
Training Manager**
charkruger@navajo-nsn.gov

**Victoria Long,
Office Specialist**
v.roanhorse@navajo-nsn.gov

**Lionel Patterson,
Training Instructor**
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**Ramondo Clah,
Training Instructor**
rrclah@navajo-nsn.gov

**Vera A. Hyatt,
Training Instructor**
vera.hyatt@navajo-nsn.gov

Available Training Topics

PROGRESSIVE TRAINING: *Front Office Best Practices, Serving Internal Customers, Servicing In-Coming Customers, Practical Phone Manners, DE Stress, Realistic Teamers, Train-the-Trainer, Work Ethics, Using Time Wisely, Simply Communicate, Navajo Relations, Know When to Listen, Essential Soft Skills, Presenter's Tidbits, Workplace Accountability, etc.*

DINE' CULTURAL ENRICHMENT: *Ke', Numbers, Counting Money, Colors, Calendar Months, NN Flag, 1868 Treaty, Cradle Board, Basket, Weaving Loom, Philosophy, Navajo Code Talkers, Presidents/Chairman, Conversational Navajo, Seal, etc.*

COMPUTER TRAINING: *Basic, Intermediate and Advance Microsoft 2019 – Word, Excel, PowerPoint, Mail Merge, Publisher, Zoom Meetings, Basic Computer Skills, etc.*





LEADERSHIP TRAINING: *Leadership & Influences, Supervising Others, Coaching & Mentoring, Conflict Resolution, Being a Likable Boss*

TECHNICAL TRAINING: *Sexual Harassment Awareness, NN Employee Multi-Services Orientation, CPR/1st Aid, AED, Blood Born Pathogens, etc.*

Note: Not to Scale



**** Administration Building 1 ****

-  Division of Human Resources (928) 871-6375
Mailing Address:
P.O. Box 9000
Window Rock, Arizona 86515
-  Division of Natural Resources (928) 871-6593/6592
Mailing Address:
Division of Natural Resources
PO Box 9000
Window Rock, Arizona 86515
-  Division of General Services (928) 871-6311/6514
Mailing Address:
Division of General Services
P.O. Box 9000
Window Rock, Arizona 86515
-  Division of Social Services (928) 871-6851
Mailing Address:
P.O. Box 4590
Window Rock, Arizona 86515

**** Administration Building 2 ****

- First Floor.*
- Office of Controller: (928) 871-6308*
- Credit Services
 - General Accounting
 - Contract Accounting
 - Accounts Receivable
 - Cashiers
 - Office Services
 - Accounts Payable
 - PCard Section
 - Purchasing Service
 - Property Management
 - Supply Center
- Located in
Ft. Defiance
- Navajo Department of Health: (928) 871-6350*
- Executive Director
- Breast & Cervical Cancer
 - CHR/Outreach Program/STD/Birth Cohort Project
 - Division of Behavioral & Mental Health Services
 - Epidemiology Center
 - Food Distribution Program
 - Health Education & HIV Program
 - Division of Aging & Long-term Care Services
 - New Dawn Program
 - Office of Environmental Health
 - Public Health Emergency Preparedness
 - Special Diabetes Program
 - WIC

Second Floor.

- Dept. of Personnel Management: (928) 871-6330*
- Employee Benefits
 - Risk Management
 - Safety/Loss control
 - Workers Compensation
- Insurance
Services

Second Floor.

- Division of Community Development: (928) 871-7182*
- Administrative Service Center
 - Capital Project Management
 - Community Housing Infrastructure Department
 - Navajo Nation Addressing Authority
- Division Of Social Services: (928) 871-6851*
- Executive Director
- Financial Management Section
 - Department of Family Services
 - Child Care & Development Fund Program
 - Contact Compliance Section



Navajo Nation New Employee Info-Packet

Navajo Nation Three-Branch Government

Executive Branch Navajo Nation President

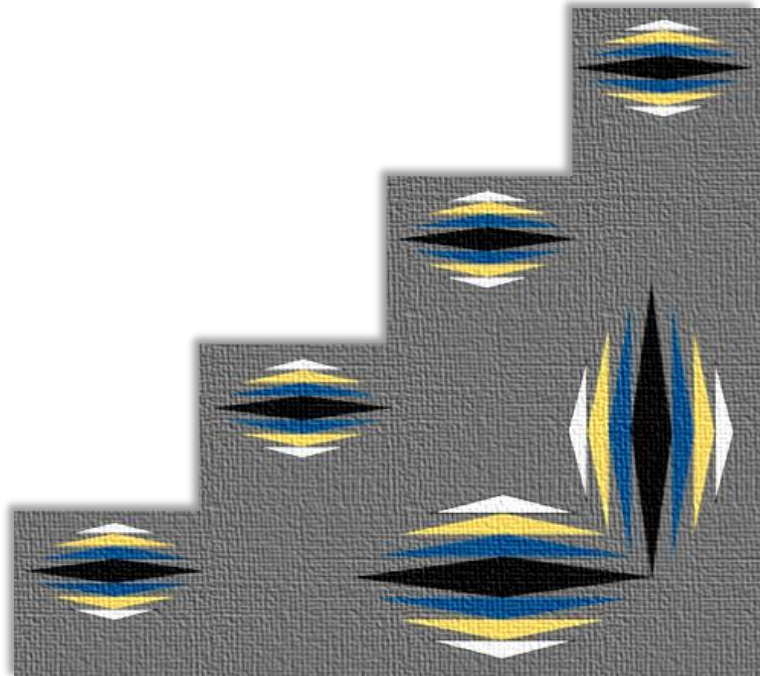
Office of the Attorney General
Telecommunications & Regulatory Commission
Division of Social Services
Department of Health
Division of Public Safety
Division of Economic Development
Division of General Services
Washington Office
Division of Community Development
Division of Human Resources
Environmental Protection Agency
Navajo-Hopi Land Commission Office
Division of Transportation
Division of Natural Resources
Veterans Administration

Legislative Branch Speaker of the Navajo Nation

Navajo Elections Administration
Navajo Nation Human Rights Commission
Office of the Auditor General
Office of Ethics and Rules
Office of Navajo Government Development
Office of Legislative Services

Judicial Branch Chief Justice

Navajo Nation Probation Services
Navajo Nation Peacemaking Program
Supreme Court of the Navajo Nation





Navajo Nation New Employee Info-Packet



The following two sessions are required for all Navajo Nation Employees

1. Navajo Nation Employee Multi-Services Orientation

This is a two-day orientation for new employees (other tenured employees are also welcome to attend this session). The session is scheduled every 2nd Tuesday & Wednesday monthly. Throughout the two days, the new employees are provided valuable information on the following:

- ✓ Department of Personnel Management
- ✓ Navajo Occupational Safety & Health Administration
- ✓ Office of Navajo Labor Relations
- ✓ Employee Benefits
- ✓ Department of Behavioral & Mental Health Services
- ✓ Department of Retirement Services
- ✓ Office of Background Investigation
- ✓ Other, if needed



2. Sexual Harassment Awareness Training



Executive Order No. 03-2023 and Administrative Order No. 34-2023 mandates – “*SEXUAL HARASSMENT*” *Workplace Policy and Mandatory Training*”, dated April 14, 2023. In adherence, new employees are required to attend this training within six (6) months from their date of hire. Thereafter, all employees under the Executive and Judicial Branches are required to attend every other year. This document can be downloaded from our website. Additionally, beginning on October 1, 2023, a fee of \$20.00 plus 6% Navajo Nation Tax must be in place before the employee attends the session

For registration to the sessions above, visit our website, and click on “Training,” at www.nnstaffdevelopment.navajo-nsn.gov . On this site, scroll downward and click on the icon to fill out the registration page.



Navajo Nation New Employee Info-Packet



Resource : **NAVAJO DEPARTMENT OF TRANSPORTATION**
Physical Address : #16 Old Coalmine Road
Mentmore, New Mexico 87319
Mailing Address : PO Box 4620
Window Rock, Arizona 86515
Phone # : 505-371-8301
Fax # : 505-371-8399
Web Address : navajodot.org

Requirements : Navajo Nation Vehicle Operator's Permit
Navajo Nation Employee Identification Card
Phone # : 505-371-8322
Email Address : permitid@navajodot.org
Description :

Navajo Nation Vehicle Operator's Permit

- ✓ Employee must attend a Defensive Driving Course to attain the Permit and the Certificate of attendance
 - The Permit lasts for two years
 - The Certificate lasts for four years
- ✓ First time permit fee is \$25.00 per employee to be paid by money order or Interdepartmental Charge Requisition
- ✓ To renew your permit, it is \$5.00 to be paid by money order or Interdepartmental Charge Requisition
- ✓ To attend the DD Course, call DOT to add your name to the list

Navajo Nation Employee Identification Badge

- ✓ The fee for this badge is \$5.00 to be paid by money order or Interdepartmental Charge Requisition

Important Note – To attain your Permit and the ID Badge, your Personnel Action Form from your employer is required. A copy can be taken to NDOT.



Navajo Nation New Employee Info-Packet



Resource : **NAVAJO NATION DEPARTMENT OF PERSONNEL MANAGEMENT**
Physical Address : Navajo Nation Administration Building 1
2559 Window Rock Blvd. 100
Mailing Address : PO Box 7080
Window Rock, Arizona 86515
Phone # : 928-871-6330
Fax # : 928-871-6976
Web Address : www.dpm.navajo-nsn.gov

Requirements : Navajo Nation Personnel Policy Manual – Revised June 3, 2020
Personnel Action Form (PAF)

Support Services
Phone # : 928-871-6330
Email Address : dpm_support_services@dpm.navajo-nsn.gov
Description :

Navajo Nation Personnel Policy Manual

- ✓ *Purpose:* These policies are designed to assist supervisors to deal consistently with human resources issues and to outline the rights, benefits, and what is expected of Executive and Legislative Branch employees.
- ✓ To attain this manual, visit www.dpm.navajo-nsn.gov/ppm_seci.html to download at no charge.
- ✓ The manual is also available at the Navajo Nation Records Management Department for a fee of \$11.90 – this includes the Navajo Nation Tax of 6%.
 - NCRM – 505-371-5113 / www.nnrm-d-navajo-nsn.gov

Personnel Action Form (PAF)

- ✓ Personnel Action Form (PAFs) is utilized by DPM for the reasons of Employment, Change or Termination. For more information, please refer to Support Services Section
- ✓ This document is required when attain a driver's permit and id card with the Navajo Department of Transportation



Navajo Nation New Employee Info-Packet



NAVAJO NATION EMPLOYEE BENEFITS

Resource : **NAVAJO NATION EMPLOYEE BENEFITS**
Physical Address : Navajo Nation Administration Building 1 – 2nd Floor
2559 Window Rock Blvd. 100
Mailing Address : PO Box 1360
Window Rock, Arizona 86515
Phone # : 928-871-6300
Fax # : 928-871-6408
Web Address : www.benefits.navajo-nsn.gov
Requirement : Enrollment

To enroll in the Health program, the following forms must be submitted:

- ✓ HMA Enrollment Form - www.benefits.navajo-nsn.gov/Member-Resource/Enrollment
- ✓ Verification Documentation:
 - Social Security Card
 - Certificate of Blood
 - Birth Certificates
 - Etc.

Election of Coverage

- ✓ Date of Hire – Coverage must be elected within 31 Calendar days
- ✓ Qualifying Event:
 - Marriage Birth of a Child Adoption
 - Establishment of legal guardianship
 - Child support court order
 - Loss of other health coverage
- ✓ Open Enrollment – October to November of every year (*Effective until January 1 of the following year*)

Note: The Health Benefit is available to employees and their eligible dependents. Coverage is effective on the first day of the month following a sixty (60) day waiting period from the date of enrollment. Children are eligible up to the twenty-sixth (26) birthday, if qualifications are satisfied.



Navajo Nation New Employee Info-Packet



Office of the Controller
NAVAJO NATION

Resource : **OFFICE OF THE CONTROLLER – THE NAVAJO NATION**
Physical Address : Navajo Nation Administration Building 1
2559 Tribal Hill Dr.
Mailing Address : PO Box 3150
Window Rock, Arizona 86515
Phone # : 928-871-6308
Fax # : 928-871-6026
Web Address : www.nnooc.org

Requirements : Navajo Nation Travel Policies and Procedures – March 9, 2020
Purchase Card Policies and Procedures – March 9, 2020

Description :

Travel Information – www.nnooc.org/travelinfo.htm

✓ Policies and Procedures

- Privately Owned Vehicle Reimbursement Rate 2022
- Flight Information Form
- Navajo Nation Trip Report Form
- Navajo Nation Mileage Report Log
- Navajo Nation Travel Phone Log and Lodging Statement
- FY2022 Per Diem Rates
- Frequently Traveled Cities FY2022
- Meals Breakdown FY2022

✓ Purchase Card Purpose:

- To establish policies and procedures for the management and use of the Purchase Card (P-Card) to guarantee that Navajo Nation funds are reasonably and ethically expended for legitimate government purposes and that the use of such funds is properly documented and accounted for.



Navajo Nation New Employee Info-Packet



Navajo Nation Fleet Management

Resource : **NAVAJO NATION FLEET MANAGEMENT**
Physical Address : Indian Route #100, Building 2749
Mailing Address : PO Box 608 / Window Rock, Arizona 86515
Phone # : 928-871-6425
Fax # : 928-871-7036
Web Address : www.fleet.navajo-nsn.gov
Requirements : Motor Vehicle Operator's Handbook
Fleet Management Policy Fuel Card
Wright Express Card Information
Human Interface Device (HID)
Frequency Operated Button (FOB)

Description :

Motor Vehicle Operator's Handbook

- ✓ The purpose of this handbook is to establish/ensure policies and procedures of Navajo Nation vehicles are followed. Guideline in the acquisition, assignments, use and operation of these vehicles for all departments. Reimbursements are not permitted due to availability of fueling sites in each Agency and WEX fueling cards are available for off-reservation traveling only.

HID Fuel Card

- ✓ Fleet HID (Human Interface Device) fuel cards are issued to each driver with a unique password to identify when fueling. All full-time status employees are eligible to receive this card with a valid Navajo Nation Driver's Permit.

Key FOB Information

- ✓ Key FOBs are issued to each Navajo Nation vehicles by Fleet Management that authorizes the use of Fleet fuel bulk stations in each agency and Kayenta. HID cards and key FOBs work together for all bulk fueling station.

Wright Express Card Information

- ✓ For 'Off-Reservation' travel and where Fleet Fuel Bulk station are not available with a radius of 50 miles or more. Wright Express Orientation is required prior to issuance of PIN numbers. Programmed for fuel only.

Purpose: The Fleet Management Department shall provide motor vehicle transportation services to the Navajo Nation Government, Departments, and Programs through a financially self-sustaining operation. The vehicles assigned to the Navajo Nation Departments and Programs serve the Navajo Nation population through the Navajo Nation Government.



Navajo Nation New Employee Info-Packet

FREQUENTLY USE ACRONYMS

AML	Abandoned Mine Lands
ASC	Administrative Service Center
AB#	Address Book Number
AP	Accounts Payable
AG	Attorney General
BIM	Budget Instructions Manual
BRR	Budget Revision Request
BRSAF	Budget Revision Signature Authorization Form
BU	Business Unit
B&F	Budget Finance
CPMD	Capital Projects Management Department
COS	Chief of Staff
CIB	Certificate of Indian Blood
CI	Criminal Investigations
CCDF	Childcare Development Fund Program
CA	Contract Accounting
CCER	Commercial Card Expense Reporting
CONUS	Continental United States
CSC	Community Service Coordinator
CHR	Community Health Representative
CHID	Community Housing & Infrastructure Department
DHR	Division of Human Resources
DCD	Division of Community Development
DODE	Division of Dine Education
DPM	Department of Personnel Management
DED	Division of Economic Development
DOH	Department of Health
DNR	Division of Natural Resources



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DPS	Division of Public Safety
DOC	Department of Corrections
DSS	Division of Social Services
DSR	Department of Self Reliance
DFS	Department of Family Services
DOJ	Department of Justice
DIT	Department of Information Technology
DSR	Department of Retirement Services
DCCD	Department of Child Care & Development
DBMHS	Division of Behavioral & Mental Health Services
DFW	Department of Fish & Wild Life
DLE	Department of Law Enforcement
DDP	Development Disabilities Program
DALTCS	Division of Aging & Long-Term Care Support
EMS	Emergency Medical Services
EPAF	Employee Performance Appraisal
EPA	Environmental Protection Agency
FMIS	Financial Management Information Systems
FMP	Fund Management Plan
FMD	Facilities Maintenance Department
FD	Forestry Department
GA	General Accounting
GSA	General Services Administration
GF	General Fund (Navajo Nation)
HEHSC	Health, Education and Human Services Committee
HPD	Historic Preservation Department
HPO	Historic Preservation Office
ICR	Interdepartmental Charge Requisition
IMS	Information Management Section



Navajo Nation New Employee Info-Packet

IA	Internal Affairs Investigations
IDC	Indirect Cost
ISD	Insurance Services Department
ICWA	Indian Child Welfare Act Program
JOM	Johnson O'Malley Program
JVA	Job Vacancy Announcement
LOD	Level of Detail
LGA	Local Governance Act
LOC	Law & Order Committee
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NDOT	Navajo Division of Transportation
NABI	<i>Naa' bik'iyati'</i> Committee
NOSHA	Navajo Occupational Safety and Health Administration
NDWD	Navajo Department of Workforce Development
NNPPM	Navajo Nation Personnel Policy Manual
NHS	Navajo Head Start
NNEMSO	Navajo Nation Employee Multi-Service Orientation
NNTU	Navajo Nation Telecommunication and Utilities
NNC	Navajo Nation Council
NTCCF	Navajo Treatment Center for Children and their Families
NHLC	Navajo/Hopi Land Commission
NVA	Navajo Veterans Affair
NNML	Navajo Nation Museum & Library
NTS	Navajo Transit System
NOVRI	Navajo Office Vital Records and Identification
NNHRC	Navajo Nation Human Rights Commission
NLC	Navajo Labor Commission
NFAS	Navajo Family Assistance Services



Navajo Nation New Employee Info-Packet

NNCSS	Navajo Nation Child Support Services
NNTEP	Navajo Nation Teacher Education Program
NSDP	Navajo Special Diabetes Project
ODY	Office of Dine Youth
OOC	Office of the Controller
OPVP	Office of the President and Vice President
OBI	Office of Background Investigation
ONLR	Office of Navajo Labor Relations
OAG	Office of Attorney General
OMB	Office of Management and Budget
OTC	Office of Tax Commission
ORT	Off Reservation Travel
OR	Requisition Order
OHA	Office of Hearings and Appeals
ODY	Office of Dine" Youth
OSERS	Office of Special Education & Rehabilitation Services
ONNSFA	Office of Navajo Nation Scholarship & Financial Assistance
ONTC	Office of Navajo Tax Commission
OOS	Office of the Speaker
OLS	Office of Legislative Services
OOCJ	Office of the Chief Justices
PAF	Personnel Action Form
PR	Purchase Requisition
P-Card	Procurement Card
POO	Plan of Operation
PCQ	Position Classification Questionnaire
POV	Privately Own Vehicle
RDP	Request for Direct Payment
RDC	Resource Development Committee



Navajo Nation New Employee Info-Packet

RFP	Request for Proposals
RBDO	Regional Business Development Office
RSI	Rural Systemic Initiative
RMD	Records Management Department
SSO	Stationary Supply Order
SDTD	Staff Development and Training Department
SHA	Sexual Harassment Awareness
SBD	Small Business Development
SCNN	Supreme Court of the Navajo Nation
TA	Travel Authorization
TRF	Training Request Form
UES	Underwriting Exposure Summary